



STATE OF DELAWARE
Child Death, Near Death and Stillbirth Commission

FINAL MINUTES

Meeting Date and Time: December 8, 2006 1:00 PM

Meeting Location: Appoquinimink State Service Center, Middletown DE
Large Conference Room

In Attendance:

- **Commissioners**
Dr. Garrett H.C. Colmorgen, Tania Culley, Dr. Jaime Rivera, Marie Renzi, Karen DeRasmo, Marjorie Hershberger, Dr. Kathy Janvier, Janice Mink, C. Malcolm Cochran, Sgt Phillip Hill
- **Proxies**
Mariann Kenville-Moore for (Carl C. Danberg), Nancy Wilson for (Valerie Woodruff)
Karen Golden-Triolo for (Secretary Cari DeSantis) Major Albert Homiak for (Col. Thomas Macleish)
- **Staff**
Anne Pedrick, Executive Director
Joan Kelley, RN, FIMR Program Coordinator
Kristin L. Joyce, Senior Medical Social Worker FIMR
Meena Ramakrishnan FIMR Consultant
Shereen Williams, Child Death Review Specialist
Michael A. Brown, Administrative Specialist II

Call to Order:

The meeting was called to order at 1:05 PM by Commission Chair, Dr. Garrett Colmorgen.

OLD BUSINESS

Minutes

The minutes from the October 6, 2006 meeting were approved with no changes.

Nominees

The Executive Director introduced to the Commission the panel candidates by résumé. Ann C. Altemus/MSW is interested in filling the vacancy for the New Castle County Panel, Anita Symonds/RN is interested in filling a vacancy on the Abuse/Neglect Panel and Karen Favors/LCSW is interested in filling the vacancy on the Kent/Sussex Panel. The Commission took time to review the candidate's resumes. During the review of the candidates' resumes, Dr. Colmorgen reminded the Commission on the importance of having an established quorum to make the Commission work. Since quorum was not established, the Commission decided to move to the Executive Director's Report. Later in the meeting, quorum was established and upon a motion duly made and seconded, it was unanimously decided to approve the panel candidates.

NEW BUSINESS

Executive Director Report

Anne Pedrick introduced the FIMR Program Coordinator Joan Kelley, RN. Joan is a Registered Nurse and a Paralegal who has a Legal and Hospital Based Risk Management background; she has worked at A.I. DuPont, Blue Cross/Blue Shield and has been with CDNDSC since the beginning of November. The Administrative Specialist I position has also been posted as of December 5, 2006 and will remain posted through December 19, 2006. This position will complete the full staffing of the Commission. The first maternal interview for FIMR is tentatively scheduled for next week. There are two tentative meetings scheduled for the Case Review Teams which are similar in comparison to the Child Death Review Panels. The first meeting will be held in New Castle County on February 6, 2007. Many volunteers have expressed their interest in the case review teams.

The second CRT meeting date is scheduled for February 8, 2007 for the Kent and Sussex Counties. The dates were scheduled to not interfere with the regular child death panel reviews for staffing purposes. The staff has been working closely with Public Health in developing a FIMR infrastructure. The FIMR brochure was shown to the Commission and will be updated to include the FIMR Program Coordinator's name. The staff is in the process of developing posters and a brochure for the mothers. They are also in the process of developing Community Action Teams or (CAT'S) and hope to have a few of those started in late May. We are going to utilize the Legislative Subcommittee from this Commission and the Safe Sleeping Practices Group as two of the Community Action Teams and as other issues are defined, other teams will be established. The decision to use the same committees were made in part to prevent duplicative efforts.

Anne Pedrick explained briefly the difference between Case Review Team's and Community Action Teams. Case Review Teams will be reviewing infant deaths with de-identified information. The CDNDSC staff will request all of the medical records. The FIMR Senior Medical Social Worker will do a maternal home interview with the mother. The FIMR Program Coordinator will go through the medical records and do a medical abstraction. The interview and the medical abstraction will be presented to the case review team. Recommendations will then be presented to the Commission for review and approval. If approved by the Commission, the recommendations will then be forwarded to the Community Action Teams. Community Action Teams will implement the recommendations.

CDNDSC Database

The Executive Director and the Commission staff are currently working on cleaning up the database and improving its functions. In the process, the Executive Director discovered that the Access database, which was inherited from the Children's Department/Public Health, is illegal to

have on the Judiciary shared drive and is not allowed by the Judicial Information Center. After a few weeks of research, the Judicial Information Center notified the Executive Director and explained to her that they would be able to convert the database to Microsoft Sequel Server. This will allow the Commission data to have a supported computer information system that can be protected and serviced as needed.

Update – FIRT (Fatal Incident Review Team)

The Executive Director (after closely working with Bridget Poulle, her staff, and Marj Hershberger) has scheduled the first FIRT meeting. This first meeting will be a joint meeting between FIRT and the New Castle County Panel. It will also be open to the other two panels. The date will be February 5th at 10:00am at A.I.duPont Hospital. This joint training will cover the process and policy. The FIRT processes are very similar to that of the Commission.

Pending Cases

The Abuse/Neglect Panel has 8 cases that were initially reviewed. Of those 8 cases, 3 are ready for final review and 5 are still deferred. Kent/Sussex has 15 cases pending review and 16 cases that are deferred. This number does not include infant cases. New Castle County has 20 cases total, 9 are pending review and 11 cases are deferred per the Attorney General's Office. The Executive Director is working closely with staff and panel chairs to streamline the processes to get each panel caught up at least two months ahead of schedule with all of the information distributed.

Website

The information to establish the website has been submitted to Amy Whitman at the Judicial Information Center. She is currently working on the details and hopes to have the site up and running in the near future.

Steps for Steph Memory Walk

A walk has been organized to take place at Brandywine Springs Elementary School on December 17, 2006. The funds raised will go to the Suicide Prevention Task Force. Her death was a suicide case that was reviewed by the New Castle County Panel. Confidentiality is not being broken, as this information has been made public via the mother's website that gives a brief description about her life and her story.

FIMR Pilot Study Presentation

The FIMR Consultant Dr. Meena Ramakrishnan reviewed a power point slide show presentation with the Commission. This power point was in reference to the findings from the FIMR Pilot Study.

